Exchange



Employees Overview

This Quick Reference Guide will provide an overview of Employee Payments functionality within Exchange. You will learn how to navigate the Employees widget, initiate employee related payments, approve payments and how to use the "copy as" features. Use the table of contents below to navigate to different topics within this guide.

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Employees - Payments List View

Employees Payments Payment Templates			E o a T T	Employees allows <i>Exchange</i> Users, based upon permissions, to perform a number of operations on individual employee related payment types, including viewing, modifying, approving and deleting payments. <i>Employees</i> can be accessed from the Payments & Transfers menu.						
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Employees - Approving Payments

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	View 👻	10.23	05/08/2024 21:50:06	05/10/2024	111223333	Mickey Mouse	Expense Reimbursement	Released	959
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•		Modify Reject							•
Viewing 1-10	of 33 records						Displ	ay 10 🔻 per page < Pag	e 1 ▼ of 4 >
Approve	Unapprove	Reject	Delete						

All Employee Payments initiated in the system are approved here under the Payments tab.

- Once an employee payment has been entered with a "Success" message, it is displayed on the Employee Payments list view with a status of "Entered".
- Use the "Actions" menu to approve a payment. If you have the permission to approve, "Approve" will appear as an "Actions" option for that item. In addition, approvers may change the value date and approve from a single option "Update Value Date and Approve".
- When "Approve" is selected, you may be challenged for multi-factor authentication.
- The Approve button may also be used once a transaction is selected, however, the buttons are static and will always display if you have any type of payment approval permission. If you select a payment for which you do not have permission to approve, a message is displayed. It is best to use the "Actions" menu when approving payments.
- To quickly approve an employee payment, click the checkbox followed by "Approve".
- Be sure to set up your alerts for payments pending approval if you are an approver. Make note of the daily cut off times located in the Resource Center for approving payments.
- Final status once approved is "Released".

It is highly recommended and encouraged to review all transaction details for validity prior to approving.



Employees - Template List View & Manage Templates

Employees Payment	Print	ent Templates	Payment ⁻ view, and Payment s	Templates tal delete Emplo s & Transfer s	o allows Exch oyee Payment s menu on the	ange Users, based templates. It can Employees widge	d upon perr be accesse t.	missions, f ed from Er	to create, modify nployees in the	2 ☆
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Approve Unapprove Reject Delete										

The Payment Templates tab list view provides a list of all pending and active Employee Payment templates.

- The status of a template is provided under the "Status" column. "Approved" means it is available for use.
- The "Actions" menu allows you to view, copy as a template, copy as a payment, approve, modify or delete a template.
- When you modify a template, you have the ability to make it recurring. Refer to the Recurring Payments user guide for instructions.
- Depending on approval requirements, templates may need to be approved prior to their use. If you have the ability to approve, "Approve" will appear as an option under actions for that item.
- When "Approve" is selected, you may be challenged for multi-factor authentication.
- The Approve button may also be used once a template is selected, however, the buttons are static and will always display if you have any type of payment approval permission. If you select a template for which you do not have permission to approve, a message is displayed. It is best to use the "Actions" menu when approving.

